USDA COMMODITIES - FREQUENTLY ASKED QUESTIONS

How do I order USDA commodities?
If your agency submits a contract by the deadline and is approved, you will receive a packet of instructions at the end of April. You will need to order your products through the "Wisconsin Commodity Internet Ordering System." Within the packet of instructions, you will receive instructions on how to place your order through the Internet. *TO PLACE THE ORDER AND RECEIVE COMMODITIES, YOU WILL NEED TO ACCESS THE SYSTEM FROM MAY 3- MAY 10, 2009.*

After my order is placed, how do I receive the commodities?
Paper copies of the commodity orders **will no longer be mailed out**. After May 15, 2009, eligible agencies will be responsible for accessing the Commodity Internet System to print out a copy of the commodity order. The 3rd week of May 2009, instructions for the receiving procedures will be mailed out.

What is the difference between the value of products, the handling charge, and processing fee?
The value of product is what is subtracted from your total entitlement dollars. The number of meals served at your facility determines your entitlement. The handling charge is the amount your agency pays to DPI for the storage and handling of the product. The processing fee is the amount your agency pays for the processing of the products that are identified with the commodity codes beginning with 'C'. The processing fee cost is included with the handling charge cost per item in the Commodity Internet System.

What is a "bonus" commodity?
Bonus means that the VALUE is not subtracted from your entitlement. The value is given to you. However, you still have to pay the handling fees associated with this product.

What is the handling charge rate?
For the summer 2009, the handling charge rate is $.0347/gross weight pound for pick-up of commodities. If you choose to have your commodities delivered the charge rate is $.0628/gross weight pound. You will pay this amount for each item your agency orders and receives in addition to any processing fees for the processed products your agency orders and receives.

How do I order if I am offered more or less of what our agency can actually utilize?
ORDER ONLY WHAT YOUR AGENCY CAN UTILIZE WITHIN YOUR PROGRAM SERVING DAYS. If you think you will use less or none of particular products offered, and then order quantities accordingly. IT IS IN YOUR AGENCY'S BEST INTEREST TO ORDER ONLY WHAT YOU CAN USE IN YOUR PROGRAM. IF YOU HAVE PRODUCT LEFT OVER AT THE END OF YOUR PROGRAM, YOU WILL BE FULLY RESPONSIBLE TO FIND AN AGENCY TO TRANSFER THE PRODUCT TO.

After our Summer Food Service Program has completed its term, what will our responsibilities be?
Your agency will need to access the Commodity Internet System and print off a copy of the "Commodity Allocation and Receipt Summary" report that summarizes the value of USDA commodities your agency received for your Summer Food Service Program. You may keep this on file for record purposes. The ultimate goal should be to have '0' left in inventory of all USDA commodity products at the end of your program term this summer. If you however, have product leftover you will be responsible for transferring the product to an eligible agency, such as a school.

For more information regarding the USDA Commodity Food Distribution Program, please visit the DPI website: http://www.dpi.wi.gov/fns/fooddist.html.